



Creating a User Account in the System for Award Management (SAM) System



This presentation was created by logging into the System for Award Management (SAM) with Internet Explorer 8. If you are using a different Internet Browser to access SAM, such as Google Chrome, Firefox or another version of Internet Explorer your screens may appear slightly different.



**You will receive an email from D&B with your DUNS Number.
After 48 hours you can register this number in SAM.
You will need to create an individual account in the SAM system.
Go to www.sam.gov and **Select Create an Account.****

USER NAME PASSWORD [LOG IN](#)


[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

[HOME](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [GENERAL INFO](#) [HELP](#)

<p>CREATE USER ACCOUNT</p> <p>Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.</p> <p>Create User Account</p>	<p>REGISTER/UPDATE ENTITY</p> <p>You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.</p> <p>Register/Update Entity</p>	<p>SEARCH RECORDS</p> <p>All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.</p> <p>Search Records</p>
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The account type you need is an individual account. Select Create an Account.



USER NAME PASSWORD [LOG IN](#)

[Forgot Username?](#) [Forgot Password?](#)

[Create an Account](#)

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

Create an Account

Choose Account Type

Individual Account Details

Create an Individual User Account

- * To perform tasks such as register/update your entity (legacy CCR/FedReg and ORCA functionality).
- * To create and manage exclusion records (legacy EPLS functionality).
- * To view FOUO level data for entity management registration records and exclusion records (Same as government user CCR Tools functionality).

[Create an Account](#)

System Account Details

Create a System User Account

- * If you need system-to-system communication or you are automating your system pull of the data.
- * If you are performing data transfer from SAM to your government database system.

[Create System Account](#)

The Asterisk* indicates mandatory information.
The remainder of the information is optional. Select Next.

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

Create Account:
Individual

- Personal Information
- Account Information
- Summary

Personal Information

Page Description
Please provide your personal information requested below.
Fields marked with an asterisk (*) are mandatory.

Title:

First Name* :

Middle Initial :

Last Name* :

Suffix :

Email Address* :

Confirm Email Address* :

Phone* :

Phone Extension :

Fax :

Address Line 1 :

Address Line 2 :

City :

State/Province:

Country* :

ZIP/Postal Code:

CANCEL NEXT



Create your ACCOUNT INFORMATION. **Select Submit.** **Once your username is created it cannot be changed.**

Username* :

Warning: Once created, username cannot be changed in SAM.

Password* :

Confirm Password* :

Security Question 1* : Please select a value

Security Answer 1* :

Security Question 2* : Please select a value

Security Answer 2* :

Security Question 3* : Please select a value

Security Answer 3* :

USERNAME
Must be at least 6 characters.

PASSWORD
Must be at least 8 characters and contain at least one letter, one number and one special character (!@#\$%).

Security Questions
Select 3 and you can answer these questions accurately or make up the answers.



Select Submit. A validation email will be sent to the email address listed on the User Account.

Country :	UNITED STATES
ZIP :	
Account Information	
<hr/>	
<input type="button" value="EDIT"/>	
Username :	username123456
Password :	*****
Security Question 1 :	In what city or town did your parents meet?
Security Answer 1 :	security answer
Security Question 2 :	What is the name of a college you applied to but didn't attend?
Security Answer 2 :	security answer
Security Question 3 :	In what city did your nearest relative live in 2010?
Security Answer 3 :	security answer
<input type="button" value="CANCEL"/>	
<input type="button" value="BACK"/> <input type="button" value="SUBMIT"/>	





**You have successfully created your User Account.
Validate by responding to the validation email.
Select Done.**

USER NAME PASSWORD [LOG IN](#)
[Forgot Username?](#) [Forgot Password?](#)
[Create an Account](#)

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

**Create Account:
Individual**

- Personal Information
- Account Information
- Summary

Create Account: Personal
Account Created - Confirmation

Confirmation

Tue Jul 02 09:05:35 EDT 2013

Congratulations -- Your SAM account has been created! But, you are not done. We just sent you an email to the email address you gave us so you can confirm your account creation. In the email, there is a link that you must click within next 48 hours to activate your account. For now, click on DONE to go back to the SAM Home page.

[PRINT](#) [SAVE](#) [DONE](#)

Content Glossary



The validation email comes from **notification@sam.gov**.
The activation link is the first link in the email and may not be an active link. If it is not active, copy and paste the address into your browser address line.

Send	From	notification@sam.gov
	To	<input type="checkbox"/> youremail@email.com
	Cc	
	Subject	RE: ACTION REQUIRED: Activate Your New User Account in the U.S. Federal Government's System for Award Management (SAM)


This email was sent by an automated administrator. Please do not respond to this email.

Dear, Your name.

Thank you for registering in the U.S. Federal Government's System for Award Management (SAM).

Your username is: yourname

Please note that this is only a confirmation of your Username. You must click on the link below, within 48 hours of receipt of this message, to verify your email address and complete the registration process. You may also copy and paste the URL into your browser address line to go directly to the webpage.


CLICK THIS LINK to activate your account: <https://www.sam.gov/portal/public/SAM?activationCODE=H0Mzz45twG137bn> 

Please note that if this is your first login attempt, the system will default to the Migrate Legacy Account page where you will be prompted to indicate whether or not you wish to transfer your role (s) held in the legacy in the federal government systems (CCR.gov, FedReg.gov, ORCA.gov, and EPLS.gov) to your new SAM account.

IMPORTANT: If you do not have roles to migrate from a legacy system and/or you would like a new role assigned to your account, you will need to request that a role be assigned to your Administrator in order to have access to desired system functionality.



Log into SAM to activate your User Account.



SAM
SYSTEM FOR AWARD MANAGEMENT

USER NAME PASSWORD [LOG IN](#)

[Forgot Username?](#) [Forgot Password?](#)

[Create an Account](#)

[HOME](#) | [SEARCH RECORDS](#) | [DATA ACCESS](#) | [GENERAL INFO](#) | [HELP](#)

Login

Enter Username and Password

Login


Please Enter your Username and Password to login to SAM. If you do not remember your Username or Password, please use the respective *Forgot Username?* and *Forgot Password?* links provided below.

Username :

[Forgot Username?](#)

Password :




[Forgot Password?](#)

[Login](#) 

SAM | System for Award Management 1.0


Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

IBM v1.821.20130326-0005
WWW1



Select Done. Your account will now be activated and you will be logged into the SAM system.



USER NAME PASSWORD [LOG IN](#)

[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

Name:

Account Activated - Confirmation

Confirmation




Wed Apr 03 14:33:03 EDT 2013

Thank you for activating your SAM account! You will be taken to the User Dashboard page. Once on the User Dashboard, you will have the option to migrate an account from a legacy system. Use the **Done** button to continue.

[PRINT](#) [SAVE](#) [DONE](#)

SAM | System for Award Management 1.0 IBM v1.821.20130326-0005 WWW1

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.





Each time you log into SAM you will be required to **Accept** the Usage Agreement to continue.

[HOME](#)[SEARCH RECORDS](#)[DATA ACCESS](#)[GENERAL INFO](#)[HELP](#)

SAM Terms and Conditions

I. Usage Agreement

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, internet, and intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized System for Award Management (SAM) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized SAM personnel, law enforcement personnel (including OIG), and/or authorized officials other agencies. Unauthorized use of this system is prohibited and may constitute a violation of 18 U.S.C 1030 or other Federal laws and regulations may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and

[DECLINE](#)[ACCEPT](#)



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